

Consumer Fireworks Certificate Application Process

If you want to sell Consumer Fireworks and you have an Accela account,
use this tutorial.

To get started go to:

<https://www.michigan.gov/bfs>

Then under **Quick Links**, click on
**Accela Automation- Citizen
Portal** on the right- hand side.

OR

Click here to get to:

[Accela
Automation
Citizen's Portal](#)

DEPARTMENT OF
LICENSING AND REGULATORY AFFAIRS

BUREAU LIST

SEARCH LICENSE TYPES

VERIFY A LICENSE

FILE A COMPLAINT

LARA NEWS RELEASES

FOIA REQUEST

LARA / BUREAU LIST / FIRE SERVICES

State Fire Marshal

Fireworks

Fire Fighter Training Division

Plan Review

Storage Tank Division

Field Services


NFIRS

MI Prevention

Marijuana Plan
Reviews/Inspections

Fire Services

WELCOME TO THE BUREAU OF FIRE SERVICES



Welcome to the Bureau of Fire Services

Mission Statement

To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

Vision Statement

The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

Sign up here to receive GovDelivery announcements from the Bureau of Fire Services

View the GovDelivery Announcements

QUICK LINKS

Contact Us

Fire Service Directory

Forms

Public Acts and Administrative Rules

FOIA Request

BFS News Releases

Fire Services Related Links

Reporting and Notification of Hazardous Material Incidents

Accela Automation | Citizen Portal

Fireworks Complaint Hotline

Once on the Verify a License page, you will need to fill out:

Type in your:
User Name or E-mail:
&
Password:

Then click on:
Login >>

Verify a License

****You must have an account to apply for or renew a license****

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? [YES](#)

First Last or License #



Home

BCC Licenses

BCC Permits

Plan Review

Fire Services

OLSR

Advanced Search ▼

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?

To get started, select one of the services listed below:

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[Register for an Account](#)



Once logged into
Accela this will be
what the Home
screen looks like.

Click on:
Fire Services

Verify a License

****You must have an account to apply for or renew a license****

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? [YES](#)

[Home](#)[BCC Licenses](#)[BCC Permits](#)[Plan Review](#)[Fire Services](#)[OLSR](#)[Dashboard](#)[My Records](#)[My Account](#)[Advanced Search](#)

Hello,

Saved in Cart (0)

[View Cart](#)

There are no items in your shopping cart right now.

My Collection (0)

[View Collections](#)

You do not have any collections right now.

Click on:

Create/Amend an
Application/Record

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR

Create/Amend an Application/Record Search Applications

Records

Showing 1-10 of 30 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Facility/Cert./Record Number	Record Type	Description	Facility/Location Name	Address	Related Records	Status	Action
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Please review and accept the terms by clicking the box that says, “I have read and accepted the above terms”.

Then underneath that click “Continue Application”.

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

Create/Amend an Application/Record

[Search Applications](#)

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

☒ I have read and accepted the above terms.

Continue Application »

To see all the options for each Firework application type.

Click on:
Fireworks Consumer

*****If you are unsure on what Firework Type you should apply for, please review the next slide that explains the different types. *****
*****Reminder if you have an issued Consumers Certificate you no longer need to register for low impact for that location/type.*****

Click on:
Continue Application

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

[Create/Amend an Application/Record](#) [Search Applications](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a reco contact us.



Search

- ▶ Add Facility to My Records Storage Tanks
- ▶ Aboveground Storage Tanks
- ▶ Underground Storage Tanks
- ▶ Storage Tank Amendments
- ▶ Release Report Underground Storage Tanks
- ▶ Fireworks Cancellation
- ▼ Fireworks Consumer
 - ☐ Consumer Certificate - Refund Request Form
 - ☐ Consumer Certificate - Transfer of Facility Type
 - ☐ Consumer Certificate - Transfer of Location
 - ☐ Consumer Certificate - Transfer of Ownership
 - ☒ **Consumer Fireworks Certificate Permanent Structure**
 - ☐ Consumer Fireworks Certificate Temporary Structure
- ▶ Fireworks Low Impact
- ▶ Fire Safety Fees
- ▶ Field Services Facility Inspections
- ▶ FireServices

Continue Application »



Consumer Fireworks:

Referred to as 1.4G would include: Roman candles, bottle rockets and other items that leave the ground.

Consumer Permanent Application:

A building or structure that is affixed to a foundation on a site that has fixed utility connections and that is intended to remain on the site for more than 180 consecutive calendar days.

Consumer Temporary Application:

A movable structure that is used in the sale, display, storage, transportation, or distribution of fireworks, including, but not limited to, a tent or a stand.



*****Application deadline for a
Consumer Certificate is on April 1st.*****

Click on the Fireworks application you are trying to complete.

Now click on:
Continue Application

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

[Create/Amend an Application/Record](#) [Search Applications](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record contact us.

 [Search](#)

- ▶ Add Facility to My Records Storage Tanks
- ▶ Aboveground Storage Tanks
- ▶ Underground Storage Tanks
- ▶ Storage Tank Amendments
- ▶ Release Report Underground Storage Tanks
- ▶ Fireworks Cancellation
- ▼ Fireworks Consumer
 - ☐ Consumer Certificate - Refund Request Form
 - ☐ Consumer Certificate - Transfer of Facility Type
 - ☐ Consumer Certificate - Transfer of Location
 - ☐ Consumer Certificate - Transfer of Ownership
 - ☒ **Consumer Fireworks Certificate Permanent Structure**
 - ☐ Consumer Fireworks Certificate Temporary Structure
- ▶ Fireworks Low Impact
- ▶ Fire Safety Fees
- ▶ Field Services Facility Inspections
- ▶ FireServices

[Continue Application »](#)

Fill out the location information for your
Fireworks Facility.

Once you have completed all the required
fields.

Click on:

Continue Application

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6
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Step 1 : Step 1 > Location

* indicates a required field.

Retail Sales Location Name

* Facility/Project Name:

Fireworks Rock

Retail Sales Location

* Street No.:

* Street Name:

Street Type:

* City:

LANSING

* State:

MI

* Zip:

48910

County:

INGHAM

Township:

CITY OF LANSING

Clear

Continue Application »

Save and resume later

Now click on :

Select from Account

(Below the Certificate Holder)

&

Select from Account

(Below the Site Contact)

Once you have added your
contact's click on:

Continue Application

1 Location Information	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6	7	8
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Step 2: Step 2 > Page 1

* indicates a required field.

Certificate Holder

To add new contacts, click the **Select from Account** or **Add New** button. To edit a contact, click the **Edit** link.

Select from Account

Add New Contact

Site Contact

To add new contacts, click the **Select from Account** or **Add New** button. To edit a contact, click the **Edit** link.

Select from Account

Add New Contact

Continue Application »

Save and resume later

Fill out all the **Application Information**. Make sure to answer the **Yes** or **NO** questions. Once you have entered in all the **Application Information**.

Click on :
Continue Application

Application Information

APPLICATION INFORMATION

* Is the applicant a Sole Proprietorship:

☐ Yes ☐ No

What is your Federal Taxpayer Identification Number (if not applicable enter N/A):

AA-1234567

* What is your current Michigan Sales Tax License Number:

? AA-1234567

* What is your current Michigan Sales Tax License Expiration Date:

mm/dd/yyyy

* Business Name Listed on Sales Tax License:

* Name of Person Filed w/Dept. of Treasury for MI Sales Tax License
(NOTE: "Person" means an individual, agent, association, charitable organization, company, limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization, or any other legal or commercial entity.) WARNING: This must be accurate in order for application to be approved.:

* Fireworks Business Name/Doing Business As:

* At what address will you be storing fireworks (street, city, zip):

* In which city, township or village will your retail sales be located:

* What county will your retail sales be located:

* Sentenced for Felony Conviction within the preceding 5 years:

☐ Yes ☐ No

* Ever been convicted of a felony involving theft, fraud, or arson:

☐ Yes ☐ No

* Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules:

? ☐ Yes ☐ No

Continue Application »

Save and resume later

This next section determines if Plan Review is required for your facility. Once you have answered the questions and filled out the required fields.

Click on:
Continue Application

Consumer Fireworks Certificate Permanent Structure

1	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6 Review	7	8
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Step 4: Plan Review Information > Plan Review

* indicates a required field.

Plan Review Exemption

PLAN REVIEW EXEMPTION

* PERMANENT FACILITY- Is this a renewal application for a permanent facility that has had no changes since last year?: ☐ Yes ☒ No

* Are you exempt from submitting site plans or floor plans (see Fireworks Safety General Rules to determine this): ☐ Yes ☒ No

Previous Year Certificate:

* Have any changes occurred to the site, facility structure, or floor plan since previous certificate: ☐ Yes ☒ No

* PERMANENT FACILITY- Does this location have an approved automatic fire sprinkler system?: ☐ Yes ☒ No

* Will the fireworks on hand be under the exempt amount as per Section 7.3.1 of NFPA 1124, 2006 edition?: ☐ Yes ☒ No

* Date you intend to start selling?:



Continue Application »

Save and resume later

In this section you are going to upload documents that may be needed for your Application.

Example: Site Plans, Bond, Sales Tax License

To add a document from your computer.

Click on:
Add

Consumer Fireworks Certificate Temporary Structure

1	2	3 Application Information	4 Plan Review Information	5 Documents	6 Review	7 Pay Fees	8
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Step 5: Documents > Attachment

* indicates a required field.

Attachments

Attach Copy of Michigan Sales Tax License or any other necessary documents and Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules.

Click [HERE](#) for Fireworks Plan Submittal Guideline.

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Last Update	Action
No records found.				

Select from Account

Add

Continue Application »

Save and resume later

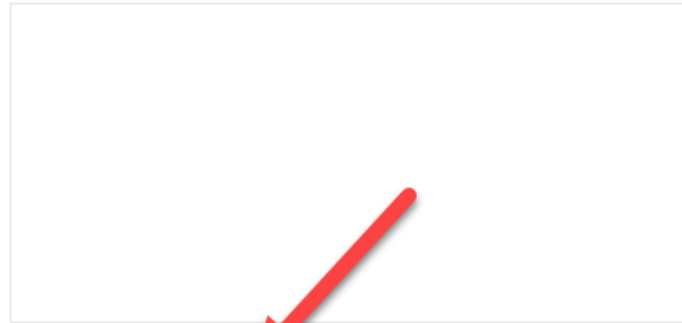
To add a document from your
computer.

Click on:
Add

File Upload



The maximum file size allowed is 150 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.



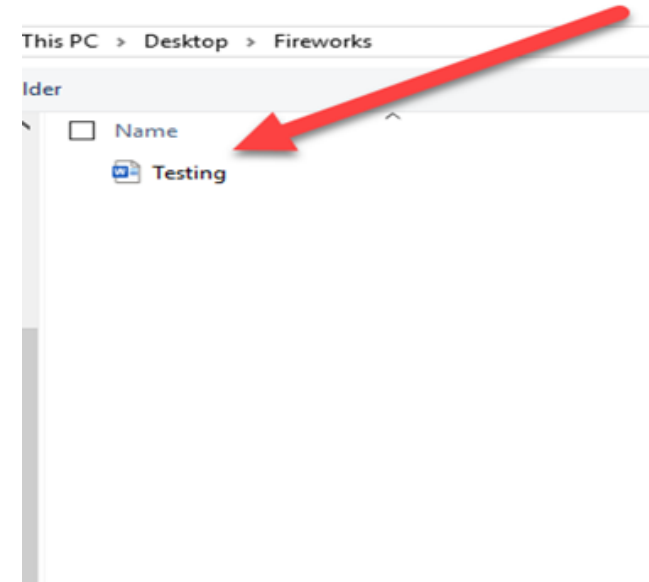
Continue

Add

Remove All

Cancel

Then you will find the documents you want to upload from your computer and once you have found those, you will click on them to upload into Accela.



Once you added all your
required documents.

Click on:
Continue

File Upload



The maximum file size allowed is 150 MB.

html;htm;mht;mhtml;exe are disallowed file types to upload.

Testing.docx	100%
--------------	------

Continue

Add

Remove All

Cancel

Now you will select the Type of document it is and add a description.

Click on:
Save

Once you have added all your documents,

Click on:
Continue Application

--Select--
Bond
Fireworks Inspection Report
Floor Plan
Inspection Reports
Plan Review Report
Sales Tax License
Site Plan

100%

* Description:
inspection report

Also Attach To
--Select--

Save Select from Account Add Remove All

Continue Application »

Save and resume later

Remove

At this step you will Review
all your information that you
have entered.

***If any information is
incorrect you can, click on:
Edit and it will take you back
to that section that may
need edited.**

Click on:
Continue Application

Consumer Fireworks Certificate Permanent Structure

1	2	3	4	Plan Review Information	5	Documents	6	Review	7	Pay Fees	8	Record Issuance
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Step 6 : Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Consumer Fireworks Certificate Permanent Structure

Retail Sales Location Name

Retail Sales Address

Certificate Holder

[Edit](#)

[Edit](#)

[Edit](#)

[Continue Application »](#)

[Save and resume later](#)

Then you will want to click on:
Check Out

***If you have more applications to complete, then click on:

Continue Shopping

Then you will want to continue the process again with for the next location you may have. ***

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR

Create/Amend an Application/Record Search Applications

Consumer Fireworks Certificate Permanent Structure

1	2	3	4 Plan Review Information	5 Documents	6 Review	7 Pay Fees	8 Record Issuance
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Step 7: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

[No Title]

Fees	Qty.	Amount
Permanent Structure Certificate Fee	1	\$1,250.00

TOTAL FEES:: \$1,250.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

Continue Shopping »

Click on:

Pay by Electronic Check

Or

Pay by Credit Card



Payment Method

MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

☐ Pay by electronic check

* Account Type:

☐ Pay by credit card

Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

Check Payment Screen

Depending on if you clicked on Electronic Check or Credit Card these are the screens you will see. Fill out all the highlighted fields and then Click: **Next**

Billing Address

☐ Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State: Select State

*Zip:

*Country: UNITED STATES

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 50.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account:

*Account Number: What's This?

*Re-Type Account Number:

*Routing Number: What's This?

*Account Type: ☒ Checking ☐ Savings

Back

Next

Exit

Credit Card Payment Screen

MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

To continue the payment process, click the "Next" button in the box below.

* Indicates required field

Billing Address

☐ Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State: Select State

*Zip:

*Country: UNITED STATES

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 50.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date:

* Month

* Year

*Card Verification Value(CVV2): What's This?

Back

Next


Exit

Click:
Pay Now

MI Accela LARA

ay Now" in the box below.

irmation email will be received from noreply@fiserv.com.

Address
Billing Address:
Payment Method
Credit Card 
Payment Amount
Amount: 50.00 USD
Total: 50.00 USD
<div>Back Pay Now Exit</div>



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My Records

My Account

Advanced Search ▼

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your submittal has been successfully received.

██████████, Lansing MI 48912

CP00116

Copy
Record